

Workplace Support Plan

We are keen to ensure that all colleagues are supported in the workplace. This is an optional tool to support open and honest conversations between colleagues and line managers about health conditions or disabilities a colleague may be living with.

The focus is specifically on how this impacts the colleague and any adjustments that can be put in place to support them. This record of workplace support and the adjustments agreed will help to:

- ensure the colleague and line manager have an accurate record of what has been agreed
- provide colleagues and their current or future line managers with the basis for discussions about workplace support and adjustments at future meetings.

This is a live document and should be reviewed regularly by both the colleague and manager as a minimum every 6 months or:

- Before a change of job or duties or introduction of new technology or ways of working.
- Before or after any change in circumstances for either party.
- As appropriate during a return to work meeting or following a DSE assessment.

Name		Job Role	
Location			

Colleague

Details of my disability or health condition
<p><i>This section should include information that may help your line manager to understand the condition and how you manage it (e.g. medications, regular medical appointments etc).</i></p> <p><i>Please do not list anything that you do not feel comfortable disclosing.</i></p>

On a 'typical day,' my health condition has the following impact on me in work

When my health condition is affecting me, the following symptoms are indications that I need to adjust my practice or that I need additional support.

Additional Information

Line Manager

Support

This section could include:

- *changes to the work environment, communicating with others, working arrangements, equipment increased 1:1's, taking regular breaks etc.*

How can I support you with your health condition?

How can I support you when you are displaying symptoms that indicate that you are struggling with your condition?

Additional Information

This section could include:

- *details of any recent risk assessments or DSE assessments completed*

Review and Agreed Workplace Adjustments Log

Meeting Date	Adjustment Agreed (if applicable)	Line Manager	Review Date

Signed (colleague)	Colleague name	Date

Signed (manager)	Manager name	Date

If further help or advice is needed, the tools are available to support:

Manager Direct: - Line Managers can ask for advice on reasonable adjustments, managing absence or arranging Occupational Health Assessments by contacting 0345 604 6635, Option 2.

An occupational health assessment provides advice and guidance to employers in relation to a colleague's medical condition and the adjustments that can be put in place to support them to:

- feel better
- return to work (where applicable)
- carry out their role
- address any factors that could cause further health or absence issues

The Being Well site provides details of the benefits that Anchor Hanover offer, to include what help and advice is available to support colleagues.

The Colleague Assistance Helpline - this free and confidential service can be accessed 24/7 by calling 0800 316 9337 and provides colleagues with help and advice around a wide range of issues; legal, personal, work-related, health related etc.

MyLearning – The Being well section of MyLearning includes various modules to support colleagues and managers in respect of wellbeing and mental health.

EDI Networks – We have four colleague networks which are a great way for colleagues to receive peer-to-peer support. The networks are:

- **Disability** – for disabled colleagues, or those caring for someone with a disability
- **embrACE** – our race and ethnicity colleague network
- **Rainbow** – for any colleague who identifies as LGBT+
- **Inclusive Ambassadors** – our 'allies' network for all colleagues with a passion for EDI and who want to celebrate and promote this in Anchor Hanover

Access to Work (ATW)

Access to Work is a government grant scheme which supports disabled people in work. If the help you need at work is not covered by reasonable adjustments, you may be able to get help from Access to Work. Anchor Hanover would pay for the first £1000 of equipment and then 20% of anything over £1k, with Access to Work paying for the remaining 80%.

Access to Work would normally be recommended following manager direct or occupational health advice. The process to follow to take advantage of the Access to Work scheme is below:

The colleague and line manager meet to discuss what reasonable adjustments can be put in place. If they agree that more help than is immediately accessible may be helpful the line manager logs a case with Manager Direct.

Manager Direct review the case and provide advice on how to support the colleague, and whether an occupational health referral is appropriate.

If Manager Direct or Occupational Health recommend a referral to Access to Work, the colleague applies online at www.gov.uk/access-to-work, giving their line manager as the AH contact.

The line manager confirms to Manager Direct that an application has been made.

The Access To Work assessor sends recommendations, quotes, grant approved and declaration form to the colleague and line manager.

Colleague returns signed declaration to Access to Work.

Colleague and line manager agree the support to be ordered based on ATW recommendations.

Line Manager orders support agreed through Agresso and confirms to Manager Direct what has been ordered. Items are initially paid for from location's budget.

Line Manager sends invoices and Claims form to Access to Work to request the grant agreed (reimbursement.)

Useful Information

Adjustments

Adjustments don't need to be big or expensive to make a significant difference to colleagues. Below are some examples to consider.

Hearing – investigate hearing loop technology to aid those with hearing aids. Equipment such as amplified office telephones could be ordered. If the colleague is based in a busy office, discuss whether changing position (e.g. to a corner/edge of the room rather than more central where they are surrounded by others) may help. Additional information can be found in the dedicated 'Hearing and Computing' sheet on EDI pages on The Bridge

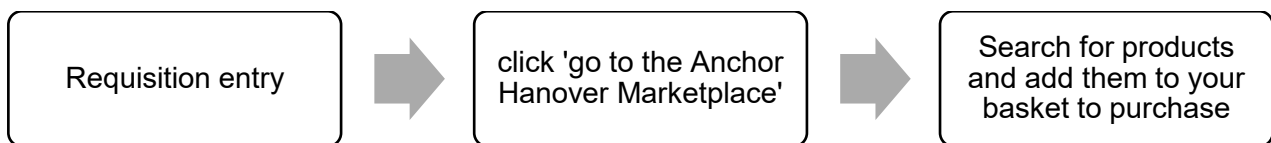
Musculoskeletal – DSE equipment can be of particular benefit, e.g. chiropractic chairs, ergonomic keyboards/mouse and foot or back rests. Conversations should also be had around whether regular breaks to allow moving around and stretching would be helpful

Sight - larger PC monitors can be ordered through IT. Also discuss if there are any documents, regular reports etc. which can be requested in large print as standard to avoid having to ask regularly.

Other – colleagues living with some conditions or on certain medication may want to discuss amended working patterns (e.g. later start and end times or increased working from home) to help with fatigue or difficulty sleeping.

Equipment

If specialist IT equipment or furniture (e.g. ergonomic mouse or chair) is required, the simplest way to order goods is via Marketplace on [Agresso](#). To access this, go to the Procurement section on Agresso and follow the steps below:



Some examples of products which can be ordered through Marketplace include keyboard wrist rests, mousepads, footrests.

If specialist IT equipment or furniture is required which is not available on Marketplace please email procurement@anchorhanover.org.uk or telephone 0300 123 7091. Any orders such as these are charged to the individual colleague's cost centre.

Uniform

If alternative uniform is required, please see the details on [the Bridge](#) on how to order.

Privacy Notice

By completing this form, you are consenting for the information you provide is use for the sole purpose of supporting you in the workplace. The information will only be shared with individuals who can help with identifying and implementing any support requirements. A copy of this document will be stored securely on MyHR and on your employee file. Should you wish your information to no longer be stored or processed for this purpose, please contact HR or alternatively the data protection team.