



Loughborough  
University

# Student Workplace Wellbeing

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Disability & Mental Health  
in the Workplace

# Introduction

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Managing a disability or health condition in employment may require us to think about our strengths and challenges in a different way. University can provide an inclusive and supportive environment where adjustments are implemented to allow us to reach our academic potential.

This document is a first step in considering how the difficulties you encounter may impact on your work, and provides a vehicle for you to communicate this to your employer to enable consideration of adjustments within the workplace setting. This document should be used in conjunction with the following documentation:

- [Disclosing Mental Health Difficulties in the Recruitment Process](#)
- [Disclosing Dyslexia in the Recruitment Process](#)
- [Securing Employment - if you have a disability, mental health difficulties and/or specific learning difficulties.](#)
- Sharing Disability information with employers

The Equality Act 2010 seeks to provide protection from discrimination within the workplace setting. Work can bring many benefits to us on an individual basis and can also provide us with valuable social support. It is important to access the right support within the workplace and consider our own personal challenges. Whether it be leaving university to enter the world of work, or the participation in a valuable work placement year, this document will assist your transition from education to work.

## Description of a Disability

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The definition of a disability as described in the Equality Act 2010 is 'a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities'.

A 'substantial adverse effect' of an impairment is described as being more than minor or trivial - the effect is a long term illness that has lasted, or is likely to last more than 12 months.

It is important to note that mental health difficulties can fluctuate and in some cases cease for periods of time but, if there is a possibility or likelihood of re-occurrence you are still protected.

## Equality Act 2010

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The Equality Act 2010 legally protects workers from direct discrimination within the workplace, for example being refused employment due to a disability. Other protected characteristics include age, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

The Act also encourages the use of 'reasonable adjustments' to enable the fair treatment of all employees within the workplace.

This document will help you to consider the types of difficulties you may have and also, what you may find helpful within the work setting.

## Reasonable Adjustments in the Workplace

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Employers have a legal responsibility to make reasonable adjustments to remove the barriers faced by employees. These adjustments are considered so that a disabled employee is not disadvantaged by their disability. All employers are legally required to ensure the fair treatment of their employees. UK placement providers are asked to agree to the university placement charter and must uphold the duties of the Equality Act 2010, protecting any student with a protected characteristic from being discriminated against. All host organisations are expected to respect equality and diversity. This includes but is not limited to making reasonable adjustments for disabled students.

The next section will help you to think about how your disability may impact upon your placement or employment. This is not an exhaustive list of adjustments, but rather, acts as prompts to enable a creative dialogue to commence. Not all of the information will be relevant on entering the workplace but remember, you can keep this list and add to it once employment has commenced. You can use it to communicate with your employer if necessary as you progress in your employment.

## Disability & Employment Details

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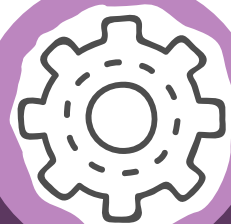
Name	
Student number	
Job title or placement details	
Who is helping you to complete this form?	
Are you registered with CDS?	
Nature of disability	


## About My Health & Disability

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How might my disability affect my employment?

(Example - I find it difficult to talk to people I don't know. It may take me longer to read text and to produce written documents)


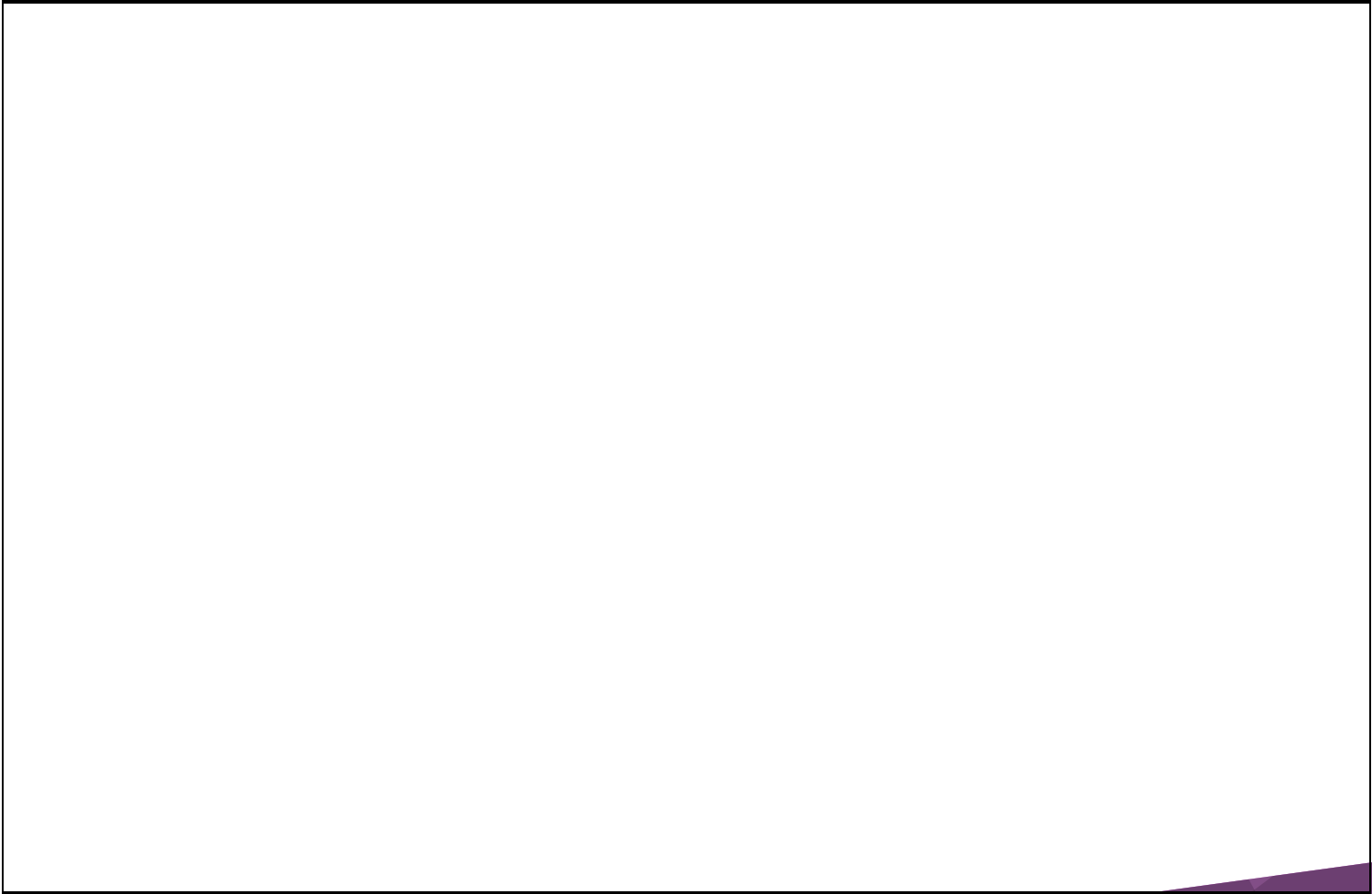




I have the following adjustments & support in place  
within the university setting -

(Example - additional time to complete tasks. Allowed to make presentations in small groups.

Support from student services)



## The following things might be helpful in the workplace -

(Example - increased support and regular meetings with line manager and or placement staff if on placement year. Consideration around task settings. A peer buddy. Agreed time off for support or medical meetings. An introductory visit prior to commencement)



## Additional Information

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This document is designed to help you start the conversation with others about your concerns and, allow you to take proactive steps in employment. It is not an agreed list of adjustments.

If you have identified action which would be helpful, we would encourage you to speak with your placement tutor or workplace further and consider completing a more formal disability and adjustment passport, which is an agreement between you and your workplace.

Some examples of workplace adjustments may include:

- Adjustments to premises
- Altering/flexible working hours
- Training for both employees and line managers
- Acquiring or modifying equipment
- Additional supervision and support
- Consideration of working location

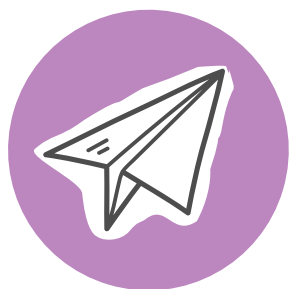


## Additional Information

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Other useful points of contact:

University Staff Member	Name	Email	Telephone
CDS Contact - Disability Office, Mental Health Support etc...			
Wellbeing Adviser			
Placement Officer			
Visiting Tutor			





## Useful Links

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Access to Work

<https://www.gov.uk/access-to-work>

Remploy

<https://www.remploy.co.uk/about-us>

Gov.UK

<https://www.gov.uk/rights-disabled-person/employment>

ACAS

<http://www.acas.org.uk/index.aspx?articleid=1859>

Equality and Human Rights Commission

<https://www.equalityhumanrights.com/en/multipage-guide/employment-workplace-adjustments>

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For further information about this document, please contact [K.L.Watts@lboro.ac.uk](mailto:K.L.Watts@lboro.ac.uk)

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