



REASONABLE ADJUSTMENTS POLICY

POLICY STATEMENT:

Bradford Watts Ltd is committed to creating and maintaining an inclusive, accessible, and supportive working environment for all. We actively seek to identify and remove barriers that may prevent individuals with disabilities or long-term health conditions from fully participating in the workplace or accessing our services.

We recognise and uphold our duty to make reasonable adjustments under the Equality Act 2010, ensuring that no one is placed at a substantial disadvantage because of disability or health-related needs.

Our objective is to:

- Foster a culture of equality, dignity, and respect.
- Comply fully with legal obligations.
- Take a proactive, person-centred approach to workplace adjustments.
- Regularly review adjustments to ensure they remain effective and relevant.

SCOPE:

This policy applies to:

- All Bradford Watts Ltd employees, regardless of contract type (permanent, temporary, part-time, agency).
- Job applicants during the recruitment, interview, and assessment stages.
- Contractors, agency workers, consultants, volunteers, and anyone working on our behalf.
- Clients, visitors, and service users accessing our premises or digital services.

DEFINITIONS:

- Disability: Under the Equality Act 2010, a disability is a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.
- Reasonable Adjustment: A modification, adaptation, or support mechanism that removes or reduces barriers to participation or work performance.
- Substantial Disadvantage: A significant disadvantage when compared with someone who is not disabled.
- Occupational Health Assessment: A professional evaluation to identify workplace needs and adjustments.

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LEGAL FRAMEWORK:

This policy is designed to meet the following legal requirements:

- Equality Act 2010 (Sections 20–21): Duty to make reasonable adjustments.
- Health and Safety at Work etc. Act 1974: Duty to ensure employee health, safety, and welfare.
- Employment Rights Act 1996: Fair treatment in employment.
- Data Protection Act 2018 / UK GDPR: Safeguarding personal and medical information.
- Workplace (Health, Safety and Welfare) Regulations 1992.

ROLES AND RESPONSIBILITIES:

Board of Directors:

- Endorse and oversee this policy.
- Ensure sufficient resources for implementing reasonable adjustments.
- Managers and Supervisors
- Proactively identify potential barriers.
- Consider adjustment requests promptly and sensitively.
- Work with HR, Occupational Health, and the employee to identify suitable measures.

HR Department

- Maintain confidential adjustment records.
- Offer guidance and support to managers and staff.
- Review adjustments annually or as circumstances change.
- Employees and Job Applicants
- Notify the company of adjustment needs as early as possible.
- Cooperate with management to identify and implement solutions.

PROCESS FOR REQUESTING AND IMPLEMENTING ADJUSTMENTS:

- Initial Request
- Employees or applicants can request adjustments verbally or in writing, via their line manager, HR, or during recruitment.
- No formal diagnosis is required at the point of request.
- Information Gathering
- The company may seek consent to obtain medical evidence, GP or specialist input, or arrange an Occupational Health Assessment.

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ASSESSMENT OF REASONABLENESS:

Factors considered include:

- The effectiveness of the adjustment in removing barriers.
- The practicality and ease of implementation.
- Cost relative to company resources (note: Bradford Watts Ltd is committed to funding reasonable adjustments where possible).
- Impact on other staff and operations.

DECISION:

- The manager and HR will decide on the adjustment, documenting the rationale.
- If a request is declined, written reasons and alternative solutions will be offered.

IMPLEMENTATION:

- Adjustments will be implemented promptly, with a clear timeline.
- Monitoring and Review
- All adjustments will be reviewed regularly, or sooner if an employee's circumstances change.

APPEALS:

- Employees may escalate concerns or disagreements regarding adjustments to the HR Director or a senior manager.

TYPES OF REASONABLE ADJUSTMENTS:

Workplace Adjustments:

- Adjusting start/finish times or providing remote work.
- Modified duties or redistribution of non-essential tasks.
- Adapted equipment, ergonomic furniture, voice recognition software, or screen readers.
- Priority car parking, accessible toilets, ramps, and door automation.

RECRUITMENT ADJUSTMENTS:

- Providing application materials in accessible formats.
- Allowing extra time for assessments or alternative assessment methods.
- Offering interviews via video link or in accessible venues.
- Training and Communication Adjustments:
- Offering sign language interpretation or captioning.
- Providing documents in easy-read, large print, or braille.
- Adjusting training delivery methods to suit individual needs.

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- Digital and Systems Accessibility:
- Accessible company intranet, websites, and software.
- Assistive technology compatibility testing.

COSTS AND FUNDING:

Bradford Watts Ltd will fund reasonable adjustments wherever possible. For high-cost adjustments, the company will explore:

- Access to Work grants and government schemes.
- Charitable and industry-specific funding sources.
- Supplier or manufacturer cost-sharing arrangements.

TRAINING AND AWARENESS:

All managers and supervisors will receive training on:

- Disability awareness and inclusion.
- Legal duties around reasonable adjustments.
- How to have sensitive, supportive conversations about disability.

CONFIDENTIALITY:

All personal health and disability-related information will be treated as confidential and only shared with consent, in line with the Data Protection Act 2018 / UK GDPR.

MONITORING AND REVIEW:

This policy will be:

Reviewed annually or sooner if legislation changes.

Monitored through HR audits, employee feedback, and diversity reports.

Updated with new best practices or legal developments.

CONTACT FOR SUPPORT:

For guidance or to request adjustments, contact:

HR Department, Bradford Watts Ltd

Email: info@bradfordwatts.co.uk

F. Pimley: SHEQ Manager

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