

Providing Reasonable Adjustments

Through Task Analysis

1 Introduction

- 1.1 The Equality Act and Health and Safety Legislation require employers to assess the risks to their employees who may have permanent or temporary disabilities under these Acts. The Trust must do what is reasonably practicable to control those risks.
- 1.2 A task analysis should be completed by the ward or departmental manager upon recruitment or as soon as reasonably practical after being informed that the Equality Act will apply. This should be conducted with the full consultation of the employee.
- 1.3 The assessment should be regularly reviewed at intervals agreed by the manager and employee to ensure any reasonable adjustments are beneficial or to amend or add further adjustments.
- 1.4 The employee may have a staff representative or work colleague present during the assessment.
- 1.5 If an Issue is identified which may immediately prevent the employee from working in their own work environment, a senior manager must be informed and subsequent action taken.

2 Completion of the Form

- 2.1 The following notes are designed to assist in the completion of the task analysis. All sections should be completed in consultation with the employee. On completion, the employee and assessor should sign the appropriate section.
- 2.2 A reference should be added to each page of the assessment. The reference should show Hospital, Ward / Department and Assessment Number i.e. NGV7WB01:
 - In this example: NG - Northgate
 - V7 – Villa 7
 - WB – Assessor’s initials
 - 01 - Number of assessments issued

- 2.3 Describe the Health related Issue which required a reasonable adjustment and how this may affect the individual's.
- 2.4 List in Section A all tasks involved within the employees job role – be exact and exhaustive; highlight the tasks which the individual may have difficulty in carrying out, e.g.
- Moving and Handling;
 - PMVA or Break Away Skills;
 - Word Processing;
 - Washing Skirting Boards
- 2.4.1 Extra space may be required - use section Additional Information on Page 7 of the Providing Reasonable Adjustments Task Analysis document.
- 2.5 Complete the analysis questions in Section B by Indicating Yes or No. One space(Other) have been left blank on purpose to accommodate other Factors which may occur in connection with the tasks in A.
- 2.5.1 This list is certainly not exhaustive. All factors within the area should be considered and recorded on page 5.
- 2.3.2 Complete Section C by Indicating Yes or No any question answered positively should also be qualified on page 5 and resulting reasonable adjustments or restrictions recorded and fully explained.

3 Reasonable Adjustments Include (List Not Exhaustive)

- Working Hours;
- Work Base;
- Shifts;
- Breaks;
- Amendments to job role;
- Activities, including supporting patients in the community;
- Patient contact.

4 Review

- 4.1 The assessment should be reviewed monthly or as circumstances change within the job role or the employee's condition. These assessments reviews should be recorded on pages 5 to 8.
- 4.2 At the end of each Assessment Meeting, the assessor and the employee should name and sign the Signature Section. This should also be completed on each review session. A copy should be retained on the Ward or Department.