

EQUIPMENT AND FUNDING TO SUPPORT EMPLOYEES WHO MAY REQUIRE REASONABLE ADJUSTMENTS – WHERE DO I SOURCE THIS?

Introduction

This information sheet provides you, the manager, with the sources of equipment and how to fund support of employees who may have requirement that maybe covered by the Equality Act (Disability) 2010 or just because they have particular needs. Such as dyslexia software or where standard equipment would potentially make them uncomfortable and/or put then at risk of injury.

For new employees, a request for specialist equipment may be after a job offer has been made. At this time, HR direct will send the applicant a *Health and Adjustment Questionnaire* (HAQ) to complete, and will inform you if there has been a disclosure of a disability and/or a request for adjustments/equipment to help them fulfil their work duties. You need to action using the advice below.

Requests from existing employees should use the same advice below.

Employers are usually expected to provide simple equipment such as a different mouse or a monitor stand. However, if more extensive help is needed, the employee can obtain a grant from the Government's *Access to Work* (AtW) to pay for specialist equipment or other support which may be required. The employee will need to contact Access to Work direct, they do not accept request from employers or other third parties.

Advice to manager:

1	You will first need to discuss with the employee how their condition will impact on their capability to perform their tasks and what is equipment and/or adjustments are required to accommodate this.
2	Before purchasing any equipment, it is recommended you contact Skanska Procurement to determine what equipment is available from their selected suppliers
3	The Equality Act 2010, requires employers to make <i>reasonable adjustments</i> where a person with a disability is placed at a disadvantage in the workplace by practice, criterion or policy. It will be the line manager's responsibility to assess whether or not the support and equipment can be provided. If not, the line manager is advised to document the rationale and consult with their HRBP to explore alternative options.
4.	To access the Access to Work (AtW) grant, the employee needs to request an AtW assessment by telephoning 0345 268 8489 . If the employee contacts AtW within 6 weeks of starting a new job, AtW will fully fund any equipment and/or support required. Beyond this time, Skanska will be expected to contribute 100% of costs up to £1000 and then 20% costs between £1000 and £10,000*

External Links

Information	Link
Specialist Office Chairs	Office suppliers provide information on different office chairs available e.g. Posturite (www.posturite.co.uk ; helpline 0845 345 0010; sales@posturite.co.uk); Staples (www.staples.co.uk ; helpline 0333 300 1334) Office suppliers (see above) will also offer workstation assessments on request.
Computer soft/hardware	Skanska IT procurement will be able to give you advice on the different soft and hardware available for a wide range of disabilities and help you to find a competitive supplier. To access this support, ring 0344 5613777
Dyslexia Assessments/support	Voice activated software or Dyslexia software can be requested from IT – Dragon Dictate and MindMap are two examples of what is available. Specific software will require a written recommendation from Sight and Sound Technology 01604 798070 , Dyslexia UK, AbilityNet UK or other agencies that make these type of assessments. Training will be required which can be purchased from Sight and Sound Technology on 01604 798070 – if you are providing software for dyslexia via IT you will need to purchase the training which is either £475** for a number of people on site or £95/pp** remotely via Skype/Team viewer. You will need to

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	<p>contact Sight and sound direct to organise payment and training.</p> <p>Or, a phone based dyslexia screening and/or a phone based workplace assessment through Lexxic Ltd on 0845 643 2754.</p> <p>The cost of these is as below:</p> <ul style="list-style-type: none"> • Phone Based Dyslexia Screening £395+VAT • Phone based workplace assessment £450+VAT • Access to the e-learning www.winwithdyslexia.com <ul style="list-style-type: none"> ○ All 4 modules - £199+VAT ○ Individual Modules: <ul style="list-style-type: none"> - Improving your reading - £69 + VAT - Improving your writing- £69 + VAT - Organising your workload- £69 + VAT - Listening, Concentration and note-taking- £69 + VAT
Visual aids	<p>Royal National Institute of Blind offer advice to business on employing a person with visual disability and equipment available (www.rnib.org.uk; helpline: 0303 123 9999 or Sight and Sound Technology on 01604 798070)</p>
Hearing aids including telephone adaptations	<p>Action Deafness on 01444 415582 or Sight and Sound Technology 01604 798070 offer workplace assessments and employers advice on meeting the needs of those with a hearing disability.</p>

*2016 prices

** 2017 prices