Workplace Adjustments Record

A simple record of agreed workplace adjustments

Use this document when workplace adjustments have already been discussed and agreed. It provides one shared record of those adjustments and helps maintain continuity if circumstances, roles or managers change.

The employee and manager can update this record together if an adjustment changes or a new adjustment is agreed.

If you need help identifying workplace barriers or exploring possible adjustments, use the full Workplace Adjustments Planner instead.

Employee details

Employee name	
Line manager	
Department, institute, division or centre	
Date record created or updated	

Agreed adjustments

Use the table below to record adjustments that have been agreed and are ready to be implemented or maintained. If an adjustment is still being discussed, note any agreed next steps in the relevant details or actions column.

Workplace adjustment	Any relevant details or actions	Review date, if applicable

Workplace adjustment	Any relevant details or actions	Review date, if applicable

Confirmation of agreed adjustments

Employee confirmation *(Type name)*	
Date	
Manager confirmation *(Type name)*	
Date	

Review this record when an agreed adjustment changes, a new adjustment is agreed, the employee's role or working arrangements change, or the employee moves to a new manager.

Data protection

Information from this record should only be shared where necessary to implement or maintain workplace adjustments. Managers should discuss with the employee what information needs to be shared, why and with whom.

This record contains confidential personal information and must be handled securely in line with the School's Data Protection Policy (PDF) and the Data Protection Act 2018.

For further information about the storage of this document, please see the Workplace Adjustments Planner webpage.