Manager Checklist - Workplace Adjustments

This checklist is designed to help managers prepare for, discuss and follow up workplace adjustments with an employee using the Workplace Adjustments Planner or Workplace Adjustments Record, as appropriate.

The aim is to understand the workplace barriers the employee experiences and work together to identify practical adjustments that may remove or reduce those barriers. You do not need to have all the answers before the discussion. The Workplace Barriers Guide can provide further support with exploring barriers and completing the Workplace Adjustments Planner.

Before the discussion

Action	Completed
Read any information the employee has chosen to share This may include relevant sections of their Workplace Adjustments Planner or information about adjustments already in place.	☐
Familiarise yourself with relevant guidance Refer to the Staff Disability Policy, Staff Disability Toolkit and Workplace Barriers Guide where helpful.	☐
Consider the employee's role and any workplace barriers they have identified Think about the aspects of their work, working environment or working arrangements that may be relevant.	☐
Think about possible adjustments or changes that could reduce those barriers The Workplace Barriers Guide includes examples of possible adjustments to help inform the discussion with the employee.	☐
Seek advice beforehand if helpful Your HR Partner or the Staff Disability and Mental Health Adviser (email l.h.mu@lse.ac.uk) can provide advice if you have questions or anticipate that an adjustment may require further consideration.	☐

During the discussion

Action	Completed
Focus on workplace barriers and impact You do not usually need detailed medical information or a diagnosis to discuss workplace adjustments.	☐
Ask what is already helping and what might help The employee may already know what works well for them but may need further exploration of the adjustments they need.	☐
Explore possible adjustments together Consider practical changes that could remove or reduce barriers. If you or the employee are unsure whether an adjustment will be effective, agree it on a trial basis and review how well it works.	☐
Clarify what can be agreed now and what needs further consideration Some adjustments may require advice, funding, specialist input or discussion with relevant teams, such as Estates or Digital Technology Services (DTS). The Staff Disability and Mental Health Adviser (email l.h.mu@lse.ac.uk) or your HR Partner can also advise where further consideration is needed. It is fine to explain that you need to find out more before confirming an adjustment.	☐

After the discussion

Action	Completed
Record what has been agreed Record agreed adjustments, actions and review arrangements in the Workplace Adjustments Planner or Workplace Adjustments Record, as appropriate.	☐
Progress agreed actions Take responsibility for actions that sit with you and make sure the employee knows what will happen next.	☐

Action	Completed
Keep the employee updated If an adjustment is awaiting further advice, approval, equipment or another action, keep the employee informed of progress.	☐
Consider whether further advice or specialist support is needed This might include support from your HR Partner, the Staff Disability and Mental Health Adviser (email l.h.mu@lse.ac.uk), Occupational Health, Access to Work, Estates or DTS, depending on the barrier or adjustment being considered.	☐
Handle information appropriately Only share information where this is necessary to implement or maintain adjustments. Discuss with the employee what information needs to be shared, why and with whom, particularly where this could reveal information about their disability or health.	☐
Review the adjustments Agree and schedule a review date where appropriate, particularly for new or trial adjustments. Adjustments can also be reviewed earlier if the employee's needs, role or circumstances change.	☐

Not sure whether an adjustment can be agreed?

You do not need to make the decision alone. Speak with your HR Partner or the Staff Disability and Mental Health Adviser (email l.h.mu@lse.ac.uk) for advice, particularly where an adjustment may have wider operational, financial or policy implications.