



MOORE THAN ARTHRITIS | FREE RESOURCE

Reasonable Adjustments: A Simple Introduction

Understand the purpose, process and practical possibilities.



WORKPLACE INCLUSION Practical, respectful and evidence-informed guidance for sustainable work.

Supporting People | Raising Awareness | Building Community | Living Beyond the Diagnosis

Stronger together. Beyond limits.

General workplace information - not individual medical or legal advice | Version 1.0 | August 2026



Reasonable Adjustments: A Simple Introduction

Understand the purpose, process and practical possibilities.

KEY MESSAGE A reasonable adjustment aims to remove or reduce a substantial workplace disadvantage linked with disability.

Ways of working Change a process, task sequence or communication method.	Hours and location Consider start times, hybrid work or flexibility.	Equipment Use adapted tools, software, seating or input devices.
Physical access Review routes, parking, toilets, work areas and rest spaces.	Support Use training, a buddy, assistance or specialist advice.	Review Check whether the adjustment works in practice.

Scope This resource offers general workplace information. It cannot determine whether a person is legally disabled or what is reasonable in a specific case.



What can make workplace inclusion harder

Look beyond diagnosis labels to the interaction between the person, the role, the environment and workplace systems.

Assumptions A diagnosis alone does not identify the right adjustment.	Delay Waiting can increase absence and disadvantage.	Cost myths Many effective changes are simple or low-cost.
One-size-fits-all Two people with the same condition may need different support.	No record Verbal agreements may be lost when managers change.	No review Work, symptoms and roles can change over time.

AVOID ASSUMPTIONS Individual experience, role demands and effective support vary.



Actions that may reduce disadvantage

Use a person-centred discussion and competent advice where needed. Adjustments should be effective, proportionate and reviewable.

Identify disadvantage Describe the specific barrier.	Ask the person Use their experience as essential evidence.	Consider options Explore more than one route.
Assess reasonableness Consider effectiveness, practicality, cost and resources.	Trial when useful Test a change with clear measures.	Record and review Use an adjustment agreement or passport.

Confidentiality Agree what information may be shared, with whom and for what practical purpose. Health information requires particular protection.



From first conversation to review

A consistent process improves trust, accountability and the chance that support works in practice.

1. Describe the workplace barrier
2. Connect it with functional effects
3. Generate practical options
4. Agree what will be trialled
5. Set a review date and measure
6. Update the written record

Questions for the conversation

- What work outcome matters most?
- Which task, practice or environment creates the barrier?
- What has helped or made things harder before?
- Which options should be tried or assessed?
- Who will act, by when, and when will we review?

Keep it practical Record the decision, reason, action owner, target date, confidentiality agreement and review point.



Use this page to prepare or record action

Complete only the fields that are relevant. Keep personal health information secure and share it only through appropriate routes.

1. Barrier being addressed:

2. Adjustment requested or proposed:

3. Who will arrange it:

4. Target start date:

5. How success will be measured:

6. Review date:

Action record Decision: _____ Owner: _____ Target date:

Review date: _____ Measure of success:



Use the right route for the issue

Workplace inclusion can involve equality law, employment rights, health and safety, data protection, HR policy and medical care. One conversation may not resolve every part.

Important This guide gives general information for Great Britain, not legal advice. Northern Ireland has different disability-discrimination legislation.

Appropriate next steps may include

- Review the adjustment or work plan with the employee and manager
- Use HR, occupational health, health and safety or Access to Work where appropriate
- Seek medical advice for new, severe or worsening health symptoms
- Use a union, Acas, Citizens Advice or independent legal advice for employment concerns
- Call 999 for a life-threatening emergency or use NHS 111 for urgent medical help that is not an emergency

Jurisdiction Equality Act 2010 information in this resource applies to England, Scotland and Wales. Northern Ireland has separate disability-discrimination legislation and support routes.



Trusted workplace information

Use current primary guidance and obtain professional advice for the facts of an individual case.

- [1] **GOV.UK - Reasonable adjustments.** Duties and practical examples for disabled workers. [Open source](#)
- [2] **Acas - Reasonable adjustments.** Making, discussing, recording and reviewing adjustments. [Open source](#)
- [3] **Acas - Reviewing adjustments.** Adjustment reviews and passports. [Open source](#)
- [4] **HSE - Employers duties and adjustments.** Workplace safety and disability adjustments. [Open source](#)
- [5] **GOV.UK - Access to Work.** Support with additional disability-related work costs. [Open source](#)

Evidence checked: 21 August 2026. Review sooner if UK employment, equality, health or data-protection guidance changes.

Related Moore Than Arthritis workplace resources

- Talking to Your Employer About Arthritis
- Reasonable Adjustments in Practice
- Managing Pain, Fatigue and Flare-Ups at Work
- Line Manager Support Toolkit
- Workplace Accessibility Self-Assessment Toolkit

CONNECT WITH MOORE THAN ARTHRITIS

Website: www.moorethanarthritis.co.uk

Email: info@moorethanarthritis.co.uk

Facebook: Moore Than Arthritis

LinkedIn: Moore Than Arthritis

X: @mta_community

Disclaimer This resource provides general educational information and is not medical, occupational-health, employment or legal advice. Moore Than Arthritis does not determine disability status, employment rights or the reasonableness of an adjustment. Obtain advice from an appropriately qualified professional about individual circumstances.

Stronger together. Beyond limits.