



MOORE THAN ARTHRITIS | PRACTICAL TOOLKIT

Workplace Accessibility Self-Assessment Toolkit

Review physical, digital, cultural and procedural barriers.



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



Workplace Accessibility Self-Assessment Toolkit

Review physical, digital, cultural and procedural barriers.

KEY MESSAGE Accessibility is not a one-time building check. It includes recruitment, information, work design, meetings, technology, culture and response systems.

Leadership Assign ownership, policy and resources.	Recruitment Make applications and interviews accessible.	Physical environment Review routes, facilities, workstations and evacuation.
Digital access Check platforms, documents and communication.	Work practices Review flexibility, breaks, task design and meetings.	Experience and data Use confidential feedback and outcome measures.

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.

Compliance-only view Minimum access replaces lived experience.	No owner Findings do not become actions.	One site visit Digital and procedural barriers are missed.
Public feedback People cannot report barriers safely.	No prioritisation Every issue is listed but none is funded.	No recheck Changes in premises, systems or workforce are ignored.

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.

Score by evidence Use examples, documents and employee experience.	Prioritise impact Address safety and exclusion first.	Name owners Give every action a responsible lead.
Set dates Use realistic target and review dates.	Involve disabled people Include lived experience without placing all work on individuals.	Publish progress Share accessible updates and remaining actions.

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. Define scope and governance
2. Gather evidence and confidential feedback
3. Assess physical, digital and process access
4. Prioritise actions
5. Assign owners, resources and dates
6. Reassess and report progress

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. Area assessed:

2. Evidence reviewed:

3. Barrier identified:

4. Risk/impact priority:

5. Action, owner and target date:

6. Verification and review method:

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 A self-assessment does not replace a competent risk assessment, individual reasonable-adjustment process, access audit or professional legal advice.

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] **HSE - Employers duties and adjustments.** Workplace safety and disability adjustments. [Open source](#)
- [2] **HSE - Display screen equipment.** Workstation assessment, breaks and training. [Open source](#)
- [3] **HSE - Musculoskeletal disorders.** Work-related musculoskeletal risk management. [Open source](#)
- [4] **GOV.UK - Reasonable adjustments.** Duties and practical examples for disabled workers. [Open source](#)
- [5] **Acas - Supporting disabled people at work.** Inclusive conversations, language and confidentiality. [Open source](#)
- [6] **ICO - Workers health information.** Protecting special-category health data. [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

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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.