

Support for employees with disabilities or other underlying health conditions

The University seeks to provide appropriate support for people with disabilities or underlying health conditions so that everyone has a realistic opportunity to thrive at work.



The University provides a confidential process for new and prospective employees to disclose relevant health and disability information via its pre-employment health questionnaire.

Completing the Pre-Employment Health Questionnaire

Completing our questionnaire provides you with an opportunity to tell us about any underlying health issues or disabilities you may have. It is not compulsory to disclose any health or disability information that you wish to keep private. However, withholding this information does make it more difficult for the University to provide timely and appropriate support and guidance.

The University treats all information provided through the health screening process as being strictly private and confidential. The University will not share any details that you provide with your new line manager or colleagues. In the first instance, the University will ask you to complete an initial health assessment.

What happens if I answer YES to any of the questions?

If you are able to answer “yes” to any of the statements on this initial assessment, then the University will ask that you provide further information to the University’s independent Occupational Health (OH) service. An Occupational Health Advisor will then contact you to discuss the information that you have provided to find out whether you would benefit from a face-to-face consultation or to determine if no further support is required.

If you require an appointment, OH will agree a mutually convenient time to meet with you. OH, hold all appointments at the Occupational Health Service at the Royal United Hospital, Bath. At this appointment, OH will try to identify whether there are any adjustments that the University can make to your work to support you. Provided you consent, OH will then provide advice and guidance to the University to secure this support. OH’s reports will not normally include specific disability or health details unless these are relevant in helping to support you and you have provided consent for these details to be provided to the University.

What sort of support is available within the University?

The University has a number of support options and services available:

Human Resources can provide advice and guidance on work design and the application of workplace policies and practices to support new employees.

Assistive Technology service has wide experience of providing solutions of a range of health and disability issues including specialist computer equipment for people with physical, sensory and cognitive support needs.

University Health, Safety and Environment Service (UHSE) can also assist with workstation assessments and provide advice on workstation and furniture assessments. UHSE also provides advice on managing health conditions and disabilities that are affected or made worse by work activities, such as allergies.

In general, University departments are responsible for agreeing and funding proposed reasonable adjustments for individual employees. If you have previous experience of specific support that you think might be required, such as specialist software or equipment, then please bring this to your line manager’s attention as soon as is convenient. If you would rather speak to someone in HR about this then contact your department’s HR Advisor for advice. Contact details for HR are available at: <http://www.bath.ac.uk/hr/working/contactus.html>

What external support is available?

Sometimes, OH will recommend that an employee contacts “Access to Work” (AtW) for support. AtW is a national scheme run by the Jobcentre Plus to provide financial support for employers to make reasonable adjustments for new and existing employees, as well as providing advice and practical support to disabled people in or seeking work.

New and existing employees can get support through access to work to overcome a range of practical problems caused by disability. AtW will also provide financial assistance to employers where they incur additional costs because of their employee’s disability.

Assistance is available to both existing and new member of staff in numerous ways, for example:

- changes to the equipment you use
- purchase of special equipment or software
- fares to work if you can’t use public transport
- a support worker or job coach to help you in your workplace
- a support service if you have a mental health condition and you’re absent from work or finding it difficult to work
- disability awareness training for your colleagues
- someone to help you at a job interview
- the cost of moving your existing equipment if you change location or job.

You can find more details about access to work on the Gov.uk website -

Who is eligible for AtW support?

To be eligible for support you must have a disability or underlying health condition (physical or mental) that makes it hard for you to do parts of your job or get to and from work.

How can I make an Application to AtW?

AtW will only accept applications for support from people who require support. Employers cannot make applications on an employee’s behalf. The quickest and easiest way to apply is online at www.gov.uk/access-to-work

You can also apply by calling Jobcentre Plus by Telephone (0800 121 7479) or Textphone (0800 121 7579). When you contact the Access to Work team, you may need to have the following information to hand:

- your National Insurance number
- your workplace address, including your postcode
- the name, email address and work phone number of a workplace contact, for example your manager
- your unique tax reference number (if you’re self-employed)
- the name of your New Enterprise Allowance mentor (if you have one)

Ideally, you should make an application to AtW as soon as possible after accepting a job here at the University; AtW will generally fully fund all viable reasonable adjustments within the first six weeks of someone taking up a new job.

If you require further advice regarding the Access to Work scheme, you can get advice in confidence from the HR Advisor for your department (see: <http://www.bath.ac.uk/hr/working/contactus.html>) or e-mail jobs@bath.ac.uk