

Briefing number 047

May 2019

2019/00731

DO YOU CONSIDER YOURSELF TO BE DISABLED? IF SO, DO YOU HAVE A DISABILITY PASSPORT?

A disability passport is not something you take on holiday – but you may well need one if you are relocating or transferring to a new department in your workplace. It is also useful if you have a new line manager.

So what is it?

A disability passport is a document that records the adjustments that have been agreed between you and your line manager to remove any barriers that stand in the way of you doing your job effectively.

These barriers might be:

- physical (eg providing a ramp for wheelchair users)
- operational (eg in the policies and practices of the organisation) or
- attitudinal (eg a lack of understanding from colleagues that leads to stereotyping).

A disability passport belongs to you and it is for you to choose who you think needs to see it. Clearly, your line manager would need to keep a copy and it would also be kept on your personal record held by HR. But ultimately it is your document so you can disclose it to your colleagues if you wish.

The passport records the adjustments that have been agreed for you so that there is no need to revisit or renegotiate them every time you are transferred to a new job, promoted, relocated or when you have a new line manager.

Reviewing the passport

It is good practice to review the passport after six months to ensure the adjustments are working to your benefit. It should then be reviewed periodically, at dates to be agreed between your manager and yourself, and recorded in the passport itself.

The passport can be revisited if anything changes in relation to your disability or impairment or your work.

You could also revisit it if technological changes would be a better way to provide a particular adjustment.

As well as the adjustments provided, it is good practice to include strengths and weaknesses for those who are neurodiverse, for example.

If you need to take medication, it would be advantageous for you and your manager to include this in the document, listing what is to be taken and when. There is also provision to list emergency contacts should this be necessary.

Don't forget that you have the right to have your union rep with you when you are discussing adjustments with your line manager.

Benefits of a disability passport

A [Trades Union Congress report](#) on the benefits of a reasonable adjustments disability passport says:

"The passport aims to support members and their reps to work with employers to ensure that up-to-date, appropriate, practical and correct reasonable adjustments are in place, and to:

- provide workers and their line managers with the basis for discussions and an accurate record of the reasonable adjustments that may be needed and have been agreed
- end the need to renegotiate reasonable adjustments with a new manager every time the worker changes jobs or is relocated
- provide a clear timeline for expectations and to deadlines.

The reasonable adjustments disability passport allows you, the worker, to:

- explain the impact of your working conditions on you, given your personal circumstances
- explain the barriers that you encounter that stop you participating fully at work
- suggest adjustments that you think will make it easier for you to fully participate
- review the effectiveness of adjustments provided and the ongoing impact this has on your work
- explain any change to your health or circumstances
- feel reassured that your manager will know what to do if you become unwell at work, when to contact emergency services and who to contact if necessary
- know how and when your manager will keep in touch should you be absent from work due to your disability
- consider including more information from your GP, specialist, or other expert as appropriate, to support your request."

TUC guidance

The TUC recently launched [guidance for reps](#), including:

- a [model policy](#) for reasonable adjustments disability passports
- a model [reasonable adjustments passport](#)
- an [interactive guide](#) for reps.