GUIDANCE & SUPPORT ON DISABILITY
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Message from the Provost

The University of Warwick is committed to disability equality and ensuring all staff, students and visitors have a positive experience of the working, learning, teaching and research environment.

To support this aim, I am delighted to take on the role of Senior Disability Champion and will lead the Disability Steering Group, whose membership will have responsibility for assessing, and where necessary, implementing courses of action to support the employment of disabled people. In order to achieve this, the Steering Group will be undertaking a self-assessment of ten key business areas against a framework set by the Business Disability Forum. It is our intention to promote, improve and contribute to solutions to provide employment equity for all employees with disabilities and to bring about positive changes.

The Disability Steering Group will act as a channel of communication where issues affecting disabled people can be raised and addressed or referred to appropriate people for action.

To this end, it is hoped that we will continue to build strong partnerships between disabled staff, students and the University, providing opportunities for the community to gain more confidence in working/studying at the University so that they feel they have a ‘voice’ in problem solving on all aspects of disability issues.

Professor Christine Ennew OBE
Provost
University of Warwick: Building Disability Confidence

What is the University's position on disability equality?

It is important to us that everyone is treated with fairness and encouraged to reach their full potential, and we work hard to embed this ethos in everything we do.

Our vision for disability equality at Warwick is that:

- Physical, social and attitudinal barriers that disabled people face are removed;
- Inclusive and accessible environments are promoted;
- Disabled people experience equality of opportunity when applying for employment and working at Warwick;
- Disabled people will be involved in developing our services and assessing our policies;
- All services delivered by us and on our behalf are appropriate and relevant to the needs of disabled people;
- Everyone should have an opportunity to lead a fulfilling life, free from discrimination and harassment, regardless of their disability or impairment;
- We will be proactive in all matters relating to equality of opportunity and diversity.

Our vision supports a model of disability that recognises the physical, organisational and attitudinal barriers society creates by often failing to take into account the requirements and aspirations of a disabled person but also the individual impact disability has on the person and the constraints this places on their life and work.

Warwick is a member of the Business Disability Forum and in 2019 will be undertaking a self-assessment against the Disability Standard framework to understand what we do well to support our staff, students and visitors to campus, but more importantly, where we need to improve that support.

This guide will make it easier for staff to:

- Be informed of the type of support available for disabled staff at Warwick;
- Be confident about disclosing their disability to relevant people at Warwick;
- Understand what reasonable adjustments can be made in the workplace where necessary;
- Know where to go for more detailed help or advice.
What is the Business Disability Forum?

The Business Disability Forum is the only business-led benchmark that measures an organisation’s performance on every aspect of disability as it affects a business. The Business Disability Forum are the world’s leading employers’ organisation focussed on disability.

The Business Disability Forum have developed an online management tool to help organisations measure and improve on performance for disabled customers, clients or services users, employees and stakeholders.

By using the Disability Standard process, an evaluation on our current policies/practices will enable us to:

- Understand in very practical terms what ‘good’ looks like across the university, what is and isn’t working, and what needs to be done in order to get it right.
- Recognise where we are doing well.
- Have impartial, objective evidence to persuade senior management to invest in business improvement, and allocate resources accordingly.
- Identify and minimise disability-related legal and reputational risk.

The Disability Standard enabling assessment of different business units in ten areas:

- Commitment.
- Know-how.
- Adjustments.
- Recruitment.
- Retention.
- Products and Services.
- Suppliers and Partners.
- Communication.
- Premises.
- Information and Communication technology.

By working with the Business Disability Forum, Warwick will:

- Have the opportunity to have our self-assessment analysed and validated by disability experts who will prepare a tailored report evaluating our performance.
- Identify gaps in policy, process or organisational knowledge.
- Observations and recommendations of best practice, both in the HE sector and beyond.
“Overall, 4.7% of staff working in higher education disclosed as disabled in 2016/17”

Advance HE (September 2018) Equality + higher education: Staff statistical report 2018
Disability

What is a disability?

The Equality Act (2010)

The main purpose of the Equality Act (2010) is to streamline and strengthen anti-discrimination legislation in Great Britain. It provides the legal framework that protects people, including disabled people, from discrimination. It replaces a range of anti-discrimination legislation, including the Disability Discrimination Act 1995 (DDA).

Definition of a disabled person under the Equality Act (2010)

The Act says a disabled person is someone with a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Long-term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person’s life. Effects which are not long-term would therefore include loss of mobility due to a broken limb which is likely to heal within 12 months and the effects of temporary infections, from which a person would be likely to recover within 12 months. Adverse means more than minor or trivial effects on activities such as brushing teeth, getting out of a car etc.

A person who has cancer, HIV infection or multiple sclerosis (MS) is a disabled person. This means that the person is protected by the Act effectively from the point of diagnosis, even if they no longer have the symptoms.

If any person is directly discriminated against because they are perceived as having a disability or because they are associated with a disabled person, they are protected under the Equality Act (2010).

Which conditions are not covered by the Equality Act?

Certain conditions are to be regarded as not amounting to impairments for the purposes of the Act. These are:

- Addiction to or dependency upon alcohol, nicotine, or any other substances (other than as a result of the substance being medically prescribed);
- Seasonal allergic rhinitis (e.g. hayfever), except where it aggravates the effect of another condition;
- Tendency to set fires, steal, physical or sexual abuse of other persons;
- Exhibitionism;
- Voyeurism.
Also, disfigurements which consist of a tattoo (which has not been removed), non-medical body piercing, or something attached through such piercing, are to be treated as not having a substantial adverse effect on the person’s ability to carry out normal day-to-day activities.

Support

I have a condition which I think would probably be covered by the Act. However, I’m reluctant to tell my line manager about it in case I’m treated differently. What should I do?

It is accepted that some people are reluctant to disclose a disability because they fear it might result in them being treated differently. However, it may be beneficial to let the people around you know to enable any reasonable adjustments and support to be made available.

Warwick as both an employer and service provider has a duty to comply with the Equality Act 2010, and provide reasonable adjustments to support disabled staff. An important part of the Act is the employer’s duty to make reasonable adjustments for a job applicant or employee to remove barriers or obstacles. The duty to make reasonable adjustments can include treating the disabled employee more favourably than other employees. This is not preferential treatment, it is correct a disadvantage.

The benefits in disclosing include:

- Scope for prompting a discussion with your line manager about disability-related reasonable adjustments or other workplace support that you might require;
- Contributing to a pool of information that will help Warwick meet the diverse needs of staff (for example in relation to the development of policies and practices);
- Helping Warwick to understand the composition of its workforce so it is able to meet the diverse needs of its staff;
- Controlling the conversation (particularly for non-visible impairments).

The University wants to know if staff are disabled so that it is able to support them effectively.
Warwick is below the sector average for disclosure rates (4.3% versus sector at 4.5%)\(^1\), and therefore it is essential that Warwick works towards fostering an environment in which staff feel happy to disclose their disability, so that the appropriate support can be put in place.

**If I do disclose to my manager that I have a disability, will my colleagues be told about it too?**

No, your colleagues will not be informed without your consent. However, if you feel comfortable, then you may explain or outline your condition to local team members in order to help them understand your needs.

This avoids any misunderstandings and also ensures that colleagues do not make assumptions about your condition and its impact.

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When Meera’s seconded position became permanent, she felt she was ready to explain her condition to the rest of her team. She sent an informal memo round to her colleagues outlining the symptoms and prognosis of her rare muscle disease and the physical limitations it created. Some members of the team were really interested to learn

\(^1\) As at 1st August 2017
of this as they assumed she had ME\textsuperscript{2} or MS\textsuperscript{3}, which are very different conditions to the one she has.

Her colleagues became more supportive in that they helped her to lift items such as files and plates, they held open doors, arranged meetings near her office and some even became her fire evacuation ‘buddies’.

She is able to ask her colleagues for support when she needs it knowing that they will be able to understand why.

If you are uncomfortable about talking about a personal health condition remember you need only talk about the effect rather than the cause; for example, that you need to have a set time for lunch to help manage blood sugar levels (to manage diabetes).

**What is a Reasonable Adjustment?**

Equality law recognises that bringing about equality for disabled people may mean removing barriers and/or providing extra support for a disabled employee. This is the duty to make reasonable adjustments.

The duty to make reasonable adjustments aims to make sure that a disabled person has the same access to everything that is involved in getting and doing a job as a non-disabled person, as far as is reasonable.

Adjustments will be monitored and reviewed annually or more regularly if necessary to ensure their appropriateness. Many reasonable adjustments can be provided at no financial cost such as providing documents in alternative formats.

Where such costs are required, reasonable adjustments can be funded in three ways:

- Access to Work – a government grant which can pay up to 100% of the cost of identified adjustments for new employees: up to 80% otherwise;
- Contribution from the ED&I Reasonable Adjustment budget;
- Contribution from Departmental budgets.

The Equality Act (2010) makes it unlawful to pass on the costs to a disabled employee.

\textsuperscript{2} Myalgic Encephalomyelitis
\textsuperscript{3} Multiple Sclerosis
“I don’t think words can express how much [adjustment] means to me and the difference it will make to my working life, allowing me to stay working as long as possible”

Warwick staff member (May 2017)
What is Access to Work and what support can they provide?

Access to Work (AtW) is a government scheme aiming to assist disabled people in paid employment, those due to start employment or interview candidates. The scheme provides practical support and a grant to meet costs associated with adjustments or equipment required by disabled people.

**Eligibility**
To be eligible for help, the applicant or member of staff must:

- Have a disability or health condition which is defined under the Equality Act (2010) and;
- Normally live and work in Great Britain.

**Types of help available from AtW**

**Special Aids and Equipment (SAE)**
Provides grants towards aids and equipment in the workplace which are needed as a result of a disability

**Adaptations to Premises and Equipment (APE)**
Helps modify premises and adapt equipment to make it accessible for a disabled employee.

**Travel to work (TtW)**
Provides a grant towards the extra costs of travel to and from work where a person cannot use public transport as a result of their disability or health condition, or helps with adaptations to vehicles.

**Travel in Work (TiW)**
Provides a grant towards the extra cost of travel incurred whilst at work where a person cannot use public transport due to their disability or health condition, or helps with adaptations to vehicles.

**Communication Support at Interview (CSI)**
A grant for an interpreter or other support at a job interview for someone who has difficulties in communicating with others.

**Support Worker (SW)**
Provides support in the workplace (such as BSL interpreter) to allow the person to access their work environment or a Job Coach to assist them with their duties.

Helena was successful in securing a job as a Human Resource Assistant.
Registered blind, she could not read information on her computer monitor and written text. Using public transport was also a problem as catching a bus meant crossing busy roads and city streets. She contacted Access to Work for help who funded an in-work assessment which recommended specialist software and a CCTV\(^4\). AtW also provided funding for a taxi to get her to and from work.

For more information on how to apply for Access to Work support or to source a Support Worker, please see: gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers.

**What is a Reasonable Adjustment Form?**

The Warwick Reasonable Adjustment Form is a living record of reasonable adjustments agreed between a disabled employee and their line manager (with support from HR if required).

The purpose of this agreement is to:

- Ensure that both parties, the individual and the line manager, have an accurate record of what has been agreed.
- Minimise the need to re-negotiate reasonable adjustments every time the employee changes jobs, is re-located or assigned a new manager.
- Provide employees and their line managers with the basis for discussions about reasonable adjustments at future meetings.

The Warwick Reasonable Adjustment Guide and associated Reasonable Adjustments forms can be found: warwick.ac.uk/equalops/disability/framework.

**Process for implementing Reasonable Adjustments**

Once a manager becomes aware that an employee is disabled (for example, prior to an interview, during induction, at a PDR or through one-to-one meetings), they will need to explore any needs/implications with the individual.

This is to ensure reasonable adjustments are implemented in relation to:

- How work is undertaken on a day-to-day basis;
- The physical features of the premises to ensure accessibility.

To do this, managers may, in liaison with Human Resources, meet with you to seek your views on how your impairment affects your day-to-day activities and what changes in relation to the above might help you in performing your role and remove any substantial disadvantage. In some cases this may require a risk assessment to identify risks and ways in which they can be mitigated or removed. There will also be times when it requires input

\(^4\) CCTV (Closed Circuit Television) - a television video camera combination used by people who are visually impaired to magnify the print in books, newspapers and to write letters.
from other sources, e.g. Occupational Health, a Health and Safety Advisor and potentially other external bodies such as Access to Work.

This information should then be used by the line manager, in liaison with Human Resources, to agree what action is required, by whom and within what timescale. A record will be maintained by HR as to these considerations/outcomes. Any necessary adjustment will be annually reviewed for appropriateness.

What does Occupational Health do?

Warwick’s Occupational Health Advisers provide an independent and confidential service for staff at Warwick. As an employer, the University has a duty to care for your health and safety at work and recognises that having a healthy workforce enables it to achieve its business goals.

You may be referred to an occupational health specialist by your line manager or HR adviser for an independent medical assessment for many different reasons including:

- To enable rehabilitation of employees returning to work following ill health;
- Assist employees to achieve good health by providing health advice and support;
- Prevent employees from becoming ill as a result of the work they do.

Occupational Health will not replace the service provided by your General Practitioner (GP). You and your GP have overall responsibility for your health and accessing treatment for you, but the OH team may work in partnership with your GP and other health professionals particularly in instances where work appears to be responsible for your ill health or your health affects your ability to work.

The treatment, health and well-being of our employees is very important to us. To help support this, we have a range of initiatives to support you. Visit our ‘Wellbeing’ website to find out more: warwick.ac.uk/wellbeing.

How can the Information Technology Services (ITS) help me?

ITS is responsible for all aspects of IT, audio-visual and printing provision across Warwick. They are the first port of call for all IT-related queries and will capture and prioritise the response to any request for information or reporting of issues related to an accessibility technology or relevant equipment by any Warwick staff member.

ITS provide a range of support materials to help you use their services, and these are available from the ‘Help’ section of the ITS website: warwick.ac.uk/its/servicesupport/helpdesk.
“My physical limitations are often the least of my worries – other people’s attitudes are the problem”

What is Assistive Technology and Software?

Assistive technology is a broad field, ranging from the use of very simple technology – your mobile phone or use of e-mail to the very complex – use of voice recognition software or technology that will read information from your computer screen.

It is important for everyone to understand the need for, and how to create, accessible materials. With some minor changes our resources can be made accessible and user friendly for all staff and students. Once you have got into the habit of always following certain guidelines such as using 'styles' then resources will be accessible by default.

The format of a document is really important for people using screen readers. An example of a screen reader used by the visually impaired can be seen at: warwick.ac.uk/disability/guidance/accessible_documentation.

Other screen readers may be used by people who have dyslexia or physical impairments. Microsoft Office guide for using Microsoft’s Accessibility tool in Word and PowerPoint: support.office.com/en-us/article/use-the-accessibility-checker-to-find-accessibility-issues-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f.

This is an easy to use option in Word and PowerPoint, checks your document for accessibility.

Microsoft Office guide for creating accessible PowerPoint slides: support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25.


ITS have useful guidance for creating accessible webpages: warwick.ac.uk/its/servicessupport/web/sitebuilder2/goodsites/accessibility.

TextHELP Read&Write Gold

This is a programme which will read text on the screen. It allows text enlargement and screen reading software which can be used for proofreading as well as listening to other text, such as information on websites. It is designed to assist users of all ages and ability who require extra assistance when reading, composing or proofing text. It features advanced spell checking and word prediction in addition to scanning tools to convert printed text to Microsoft Word or mp3 format.

All computers in Warwick’s Library Assistive Technology Area and Accessible Study Rooms have Read&Write Gold downloaded. There is also an area of computers within the PG Hub with it installed.
Read&Write Gold is also available to download at University Owned and Networked Computers at the Software Centre.

**MindJet MindManager**
Visual thinking is a learning style where the learner better understands and retains information when ideas, words and concepts are associated with images. Visual learning helps students organise and analyse information, integrate new knowledge and think critically.

Latest version available: MindManager 15 for Windows/version 10 for Mac: A site licence allowing staff and student use on University-owned and personal machines.

**Microsoft Accessibility Wizard**
The Accessibility Wizard guides you through the process of customising your computer with tools designed to help meet your vision, hearing, or mobility needs. Accessibility options (such as StickyKeys, ShowSounds, and Mousekeys) help disabled users to make full use of the computer. Some of the options, such as MouseKeys, may be of interest to all users.

**Display Settings**
These are available to all users including the ability of changing to a high contrast profile. Please feel free to contact ITS help desk for assistance with customising the screen resolution/colour theme to suit your needs.

**Speech Recognition / Speech-to-text software**
A number of applications, including Dragon Naturally Speaking voice activated speech-to-text software can be purchased for people who may have difficulty using a keyboard.

**Skype for Business**
This is offered to all staff as an extra tool to support you in your work. There are significant benefits for disabled people as it allows people to connect, participate and collaborate in events/meetings without having to physically get to venues.

**Accessibility at Warwick**
Windows 10 is our standard operating system, it includes accessibility options and programmes that make it easier to see, hear, and use our PCs.

**The Library**
The Library offers access to assistive technology packages such as Kurzweil 1000, Jaws, ClaroRead, Dragon Naturally Speaking and Read&Write, EasyProducer, AudioNotetaker, Inspiration and Ciero on particular machines. The Library also has magnifying equipment, hearing loops, digital recorders and other equipment for use in the Library.

Ear defenders, reading rests and coloured overlays are also available.
**Hearing Loops**
The University has a number of induction loop systems installed in lecture theatres, although you may wish to consider purchasing your own radio aid.

The Library has a number of different style portable loops available for use in the library.

**What development opportunities are there for disabled staff?**
Warwick is committed to the development of its staff to meet University, Faculty and team objectives as well as to provide opportunities for professional and personal development.

**Realise your potential through training, development and learning**
Development programmes are available to all staff based on the relevant development needs. Alternative formats for training programmes are considered and reasonable adjustments are made to them. Our training application forms ask the trainee if they have any additional requirements, for example:

*To enable you to participate fully in this event do you require any reasonable adjustments e.g. provision of literature in large print, accessible environment? Please specify or contact the Learning and Development Centre to discuss.*

There are a wide variety of online modules, face-to-face training, self-directed learning and online videos available and a full list of training and development courses can be located on the LDC website: [warwick.ac.uk/ldc/courses](http://warwick.ac.uk/ldc/courses).

**Training and development**

**Personal Development Reviews (PDR)**
Warwick has a PDR scheme for all members of staff to review their performance, including their achievements, development needs and career aspirations, and to have agreed objectives for the next twelve months.

The PDR process provides a further opportunity for a discussion with your line manager and to review arrangements and reasonable adjustments that have been made to support you to develop and use your abilities. It is good practice to keep a note of these discussions and any actions agreed so that review and follow-up can take place.

**Details of PDR Scheme**
There is a full outline of the Personal Development Review Scheme on LDC’s website. This includes the PDR record template: [warwick.ac.uk/ldc/personal/pdr](http://warwick.ac.uk/ldc/personal/pdr)
**Disabled Staff Network**

Warwick has its own Disabled Staff Network Group, a Disability Interest Group and a Disability Standard Steering Group.

**Disabled Staff Network Group**

Enables disabled colleagues to meet and discuss mutual issues. Disabled staff can contribute and be involved through a variety of mechanisms such as attending regular meetings, using email discussion groups and the Equality, Diversity and Inclusion website.

More information can be found from the Equality, Diversity and Inclusion website: [warwick.ac.uk/equalops/networks/disabled](http://warwick.ac.uk/equalops/networks/disabled).

**Disability Interest Group**

The University’s Disability Interest Group meet on a termly basis to discuss disability related matters. The group welcomes new members with an interest in disability. Meetings are chaired by the Heads of Disability Services and the group reports to the Equality and Diversity Committee and the Equality, Diversity and Inclusion Network.

If you are interested in joining the group contact: [disability@warwick.ac.uk](mailto:disability@warwick.ac.uk).

**Disability Standard Steering Group**

Chaired by the Provost, this group of key stakeholders from business units on campus meet every two months to discuss and action areas for improvement following the Business Disability Forum’s Framework for the Disability Standard. This group will decide when the University is ready to undertake a full self-assessment against the Standard criteria.

**What is a Personal Emergency Evacuation Procedure (PEEP)**

A PEEP is a document that details how, if necessary, the safe evacuation will be conducted of a disabled person from a building in the event of an emergency situation. The University actively encourages all staff and students who experience a disability to make themselves known and are encouraged to complete an independent assessment, which will determine the level of assistance which may be required for safe evaluation of a building in an emergency. The independent assessment form can be found here: [warwick.ac.uk/services/healthsafetywellbeing/guidance/fire/assistedevacuation](http://warwick.ac.uk/services/healthsafetywellbeing/guidance/fire/assistedevacuation).

It is crucial that a PEEP is in place as soon as you start working at Warwick and should form part of the induction process for new staff. Once you have completed an independent assessment form, you will be contacted by either your Departmental Disability Champion, your line manager and/or the Health and Safety Department, who will discuss in more detail your needs and work with you to produce your PEEP for all buildings that you are based in and those you may visit.
The Health and Safety Department is available to support managers, staff and students in this process, and you should not hesitate to contact them:

[warwick.ac.uk/services/healthsafetywellbeing/contacts](http://warwick.ac.uk/services/healthsafetywellbeing/contacts).

**How do I find out about obtaining a car parking space?**

**Blue Badge Holders**

Registered disabled blue badge holders have the same rights on the University campus as they have on the public highway.

Parking on campus is free for blue badge holders and there are disabled spaces near all buildings on campus. Some disabled bays are behind a barrier.

If you require regular access to one of these please email carparking@warwick.ac.uk.

**Access Difficulties – Staff**

If you’re a member of staff currently experiencing difficulties with campus car parking on medical or disability grounds, you may be considered for a temporary special arrangement.

To discuss this further, you will need a referral from your manager or HR to Occupational Health services.

**Criteria**

Consideration will be given under the following circumstances if you can provide appropriate medical or other supporting evidence of your medical condition or disability for temporary support with parking:

1. That you are waiting for an assessment for a blue badge.
2. That although you meet the criteria for a blue badge, your condition is not long term and you would not qualify for a blue badge.
3. That your condition fluctuates and you only require temporary access to disabled parking when there is a flare up.

Consideration will not be given based on ability to carry items if there is no other underlying health reason which prevents you from making use of arrangements such as:

- The drop off points near buildings to load/unload your vehicle.
- Use of a trolley or wheeled case to carry/move items around.
“The University has 280 staff who have declared a disability as at 1 August 2018, making up 4.4% of employees”

Policies relating to disability

How does Warwick provide an inclusive service?

Warwick believes that disabled people have a right to be able to participate fully in all opportunities that the University has to offer in an accessible, safe and secure environment.

What services do we provide?

Deaf Alerter
A number of departments have a system installed which alerts the user of an alarm activation. Each of these systems have a number of Alerter pagers that vibrate should the fire alarm sound, and the user should then follow the building evacuation procedures. It is the responsibility of staff to ensure the pager is maintained, i.e. charged batteries and in good working order.

Hearing Induction Loops
These are located in all lecture theatres. Customers with hearing aids are able to change their device to the T position in order to pick up the frequency for this area.

Warwick’s Library also has a number of hearing induction loops that can be borrowed: For more information see: warwick.ac.uk/library/using/disability/equipment/inductionloops.

People with a mobility impairment
Warwick has a number of wheel chairs and mobility scooters that may be available to loan on a short term temporary basis by individuals. For information and availability please email: dutym@warwick.ac.uk

All departments have Disability Champions, who are trained to understand the Personal Emergency Evacuation Procedure. Nevertheless, if you have any other needs, please feel free to discuss with Health and Safety advisers.

How is Warwick making sure that their services are meeting the needs of disabled people?

Equality Impact Assessments (EIA)
Equality Impact Assessment is the thorough and systematic analysis of a policy, practice or procedure to determine whether it has a differential impact because of a particular protected characteristic (i.e. age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, marriage and civil partnership and pregnancy and maternity). The University undertakes EIAs as an integral part of the organisation’s commitment to promoting equality and to ensure we go over and beyond our legal obligations. It is important that views/experiences that are representative of different equality groups are sought.
Disabled staff are involved to participate in this process whenever we have a policy under review or development. EIA is seen as a positive process which can instigate real changes as a result.

**Campus Accessibility – Access for All**

We are committed to making sure our University is an inviting, secure and comfortable environment for all. Please visit the campus interactive map: [warwick.ac.uk/maps/interactive](http://warwick.ac.uk/maps/interactive) to check routes around campus, and find specific rooms in buildings.

**What is meant by the term “disability-related leave or absence”?**

Warwick’s Sickness Management Policy is designed to promote the health, safety and welfare of all Warwick employees and workers and to establish a positive attendance culture. It is intended to provide support for colleagues during sickness, monitor and manage absence and set out a consistent approach to sickness absence.

This policy and procedure applies to all staff and covers both short-term absence, long-term absence and periods when someone is fit for work but additional health advice needs to be considered.

The University acknowledges that sickness absence may result from a disability and staff have an opportunity on the university sickness absence form part A, to disclose their absence as ‘disability related’. The University records disability related absences separately from other categories of sickness absence.

Any disability related absence will still form part of a member of staff absence record, but it will provide an opportunity for the relevant HR Adviser to work with the individual and their line manager to identify any further specific reasonable adjustments or support that could be put in place.

**Time off for Medical Appointments related to a Disability**

The University acknowledges that employees with on-going health condition(s) may require on-going treatment and time off from their work to attend medical appointments (which may include disability related programmes, such as pain management), these appointments will be accommodated wherever possible and will not normally be counted as sickness absence. Employees should discuss their need to attend such medical appointments with their manager as early as possible.

Where possible, staff are asked to make appointments at a time that causes minimum disruption to their work, i.e. at the beginning or end of the normal working day. Part-time staff and shift workers should try to schedule appointments for when they are not working. However it is recognised that this is not always possible, and that is why it is important to inform line managers as soon as possible, so that the appropriate arrangements can be made.
Useful Resources and Helpful Contacts

Internal
Warwick Equality, Diversity and Inclusion Website – Disability related webpages:
warwick.ac.uk/equalops/disability.

Follow the University’s Equality, Diversity and Inclusion Twitter account:
twitter.com/warwickequality.

Warwick Policies for all staff: warwick.ac.uk/humanresources/internal/a-z.

External
Access to Work: gov.uk/access-to-work.

Business Disability Forum (BDF): businessdisabilityforum.org.uk.

Equality Challenge Unit (now part of AdvanceHE): Providing support for disabled people:
ecu.ac.uk.


Contacts
Your line manager should be the first person you discuss any disability-related matters with as they are aware of where to access the appropriate support for you. Alternatively you may wish to contact your HR Adviser:
warwick.ac.uk/humanresources/internal/meettheteam.

The Equality, Diversity and Inclusion Team
warwick.ac.uk/equalops/contactus.
This guide was inspired by comparable guidance from Manchester Metropolitan University, and follows a similar structure, with the contents tailored to the University of Warwick.