

Health Passport Guidance



What is a Health Passport and who would benefit from this?



A Health Passport is a confidential document that is completed by a Portsmouth Hospitals University NHS Trust employee who has a physical or mental health condition and who may require temporary or permanent workplace adjustments.

Under the Equality Act 2010 “a person is disabled if they have a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities” (Equality Act, 2010).

This document is designed to allow individuals to easily record information about their condition(s) and any reasonable adjustments they may have in place and/or any challenges they might face in the workplace. This is a portable document that is live meaning it can be reviewed and adjusted if the employees needs or role changes within the organisation.

What is meant by ‘Reasonable Adjustments’?

Definition: A feasible alteration that an employer should make to an employee’s role or working

environment that would enable anyone with an impairment(s) to continue to carry out their duties without being disadvantaged. The duty to make reasonable adjustments is part of the Equality Act 2010.

What do we aim to achieve with the introduction of the Health Passport?

- ✓ That employees are adequately supported within the workplace across the Trust from the commencement of their employment
- ✓ That the Trust meets its duties under the Equality Act 2010 to provide reasonable adjustments for employees, providing the impact it has on the service is considered
- ✓ That the support provided by line managers is consistent across the Trust

Line Manager Responsibilities

- ✓ Keeping communication open with employees around support required in the workplace
- ✓ Implementing reasonable adjustments as required for the employee
- ✓ Referring employees to the Occupational Health Service if required
- ✓ To keep a record of agreed actions and review dates

Employee Responsibilities

- ✓ Keeping communication open with their line manager around support needed in the workplace
- ✓ To provide information on their condition(s) (that they're happy to share) to enable reasonable adjustments to be made
- ✓ Requesting a review of the Health Passport where the current adjustments/condition(s) have changed or are no longer suitable
- ✓ Sharing their Health Passport with their current line manager
- ✓ The safe keeping of their Health Passport
- ✓ To update their ESR record with their disability status

Why it is important to update your ESR record with your “disability status”?

In order to ensure we have accurate information relating to the protected characteristics of our staff we are asking you to update your ESR status. The Trust uses this anonymous information to build up a full understanding of the makeup of our staff so that services and policies can be developed and delivered to meet the needs of everybody. We want to make sure that we are being fair and people from all backgrounds are being represented. All of the information gathered is confidential and your line manager cannot access this information on your employee record.

Occupational Health Responsibilities

- ✓ Providing recommendations for reasonable adjustments that could be made in the workplace
- ✓ Identifying when an employee's condition(s) may have an impact on their role
- ✓ Identifying at a Work Health Assessment whether a Health Passport may be beneficial for a new starter or an existing employee

Implementing the Health Passport within the Workplace

- ✓ If an employee would like to complete a Health Passport, their line manager may refer them to the Occupational Health Service if they need to seek further advice.
- ✓ Following an Occupational Health assessment the line manager will arrange a meeting with the employee to discuss the report and any adjustments that may have been identified.

- ✓ If the reasonable adjustments required are beyond the department's budgetary control then the employee may need to apply for an Access to Work grant.

What can an Access to Work grant pay for?

- ✓ Special equipment, adaptations or support worker services to help you do things like answer the phone or go to meetings
- ✓ Help getting to and from work

For more information please visit:

<https://www.gov.uk/access-to-work>

- ✓ The review period for the passport should be agreed between the employee and the line manager.
- ✓ For queries in relation to reasonable adjustments please contact the Operational HR team on 02392 286577 or email ManagementTeam.HR-Absence@porthosp.nhs.uk

Useful Links

Access to Work: <https://www.gov.uk/access-to-work>

Equality Act 2010 Guidance:
<https://www.gov.uk/guidance/equality-act-2010-guidance>

Equality and Human Rights Commission:
<https://www.equalityhumanrights.com/en>